

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

1 of 2

Schedule #: 2000-0023-01  
Effective Date: 03/13/2000

Date Sent: 03/10/00

Agency 021000  
Control No.:

Date  
Received:  
Agency Code: 0484-000  
Control No.:

Applicant: Georgia Department of Transportation, General Office, General Files

Address: Georgia Department of  
Transportation  
#2 Capital Square  
Atlanta GA 30334

Phone: (404) 656-6168  
FAX: (404) 657-0909  
Email: [martha.lamb@dot.  
state.ga.us](mailto:martha.lamb@dot.state.ga.us)

Creating Georgia Department of Transportation, Air Transportation  
Office:

Address: Department of Transportation  
Air Transportation  
4175 South Airport Rd.  
Atlanta Georgia 30336

Phone: (404) 699-4483  
FAX: (404) 699-4487  
Email: [renee.bennett@dot.  
state.ga.us](mailto:renee.bennett@dot.state.ga.us)

Administrator: David Carmichael

Phone: (404) 699-4483  
FAX: (404) 699-4487  
Email: [david.carmichael@dot  
.state.ga.us](mailto:david.carmichael@dot.state.ga.us)

Application  
Type:

New: ☒ X  
Amend: ☐  
One-time: ☐  
Exception: ☐

Class: Individual  
Series Title: Aircraft service record for DOT

Dates of Time of purchase through the life of the aircraft or until aircraft is sold or  
Series: removed from service.

Access: Open

Function The aircraft service record is used to record maintenance done, including all  
Documented: repairs, servicing and inspections.  
Consists of: Mechanic entries of all preventive and repair activities done on each individual  
aircraft. This record is kept at the aircraft maintenance location.

Media: Records Folder  
Arrangement: By fiscal year

Indexed by: By aircraft registration number

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

2 of 2  
Schedule #: 2000-0023-01  
Effective Date: 03/13/2000

**Retention Requirement:** This record is to be maintained for the life of the Aircraft as long as it remains in service and/or is maintained in the equipment inventory

**State Law or Regulation:**

**Federal Law or Regulation:** FAA 91.417 (attached)

**Audit Period:**

**Administrative Need:**

**Cutoff Event:** Fiscal year

**Total Retention:** Hold permanently until the plane is sold or cannibalized. If sold then the records must transfer with the plane. If Cannibalized the records can be destroyed,

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:** Billy F. Sharp 6/22/00  
Billy F. Sharp, Treasurer and Division Director Date

**Concur:** Sandra Burgess 5/22/00  
Sandra Burgess, Legal Services Date

**Concur:** Dave Carmichael 5/22/00  
Dave Carmichael, Air Transportation Administrator Date

**Submitted by:** Martha B. Lomb 5/22/00  
Records Management Analyst Date

C:\A1\FORMS\DOC\BLANKSCHV1.DOC MARCH 26, 1999\SEK

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

**Signed:** Donald B. Schewe 10/30/00  
Secretary of State Designee Date